

DIRECTOR'S NOTICE

Subject: Temporary closure of Airport Commuter Centre 6th October 2026

DN20426

Date of Issue: 29th September 2026

It is the responsibility of all employers to ensure that relevant DN's are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or Manager.

1. Introduction

This notice provides information in relation to the temporary unavailability of the Airport Commuter Centre due to planned maintenance of the Airport Travelcard purchasing system on 6th October 2026

2. Information

On Tuesday 6th October from 0530 hrs until 1330 hrs, the purchasing system for Airport Travelcard will not be available due to planned maintenance.

All staff needing to purchase their Airport Travelcard online or in person during this period are advised to pre-purchase before 6th October to ensure their Airport Travelcards are processed and distributed.

The Airport Commuter Centre, located in Enterprise House will be closed on the 6th October between 0900 to 1330 hrs.

3. Questions

Airport Commuter Center - infocommuter@stanstedairport.com
(Liftshare & Airport Travelcard enquiries)

For further information, please contact: [Cassandra Harvey@stanstedairport.com](mailto:Cassandra.Harvey@stanstedairport.com)
Airport Commuter Centre Manager



Nick Millar
Operations Director